



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



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# **FULL TIME CHILD CARE CENTER**

**BURLINGTON AREA YMCA**



2410 Mt. Pleasant Street  
Burlington, IA 52601  
753-6734 ext. 127



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## PROGRAM PHILOSOPHY

Welcome to the Burlington Area YMCA Child Care Center. In a parent's absence, nothing is more important than their child receiving quality care. We will provide a safe and stimulating environment giving your child the opportunity to explore and learn. Our program offers hands-on manipulative materials to enhance each child's creativity and development. Regular daily physical activity is encouraged in the gym or on the playground. Parents are welcome to observe their child any time. In addition, and most importantly, our loving staff will nurture and provide rewarding experiences to help your child thrive. After all, children are our future.

## ADMISSION POLICY

We provide care for children ages 2 years to 5 years. We welcome the opportunity to visit with you and your child before enrollment. We reserve the right, upon admission, to accept only those children who we feel can adequately support. As a state licensed center, all children must have a completed physical and up-to-date immunization record as well as intake form, emergency consent, pick up authorization, photo release and permission to apply sunscreen forms. These forms must be completed in their entirety in order for your child to participate.

## HOURS OF SERVICE

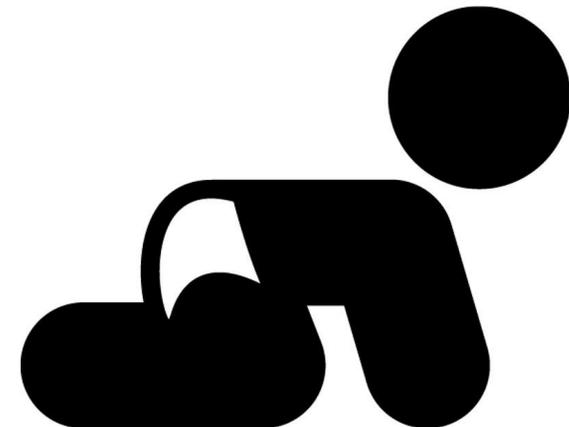
Monday	6:30am – 6:00pm
Tuesday	6:30am – 6:00pm
Wednesday	6:30am – 6:00pm
Thursday	6:30am – 6:00pm
Friday	6:30am – 6:00pm

## CENTER REGULATIONS

The center is regulated by the Department of Human Services; therefore, we are required to obtain the following staff to child ratio:

- 2 years and under: 1 adult to 4 children
- 2 year olds: 1 adult to 6 children
- 3 year olds: 1 adult to 8 children
- 4 year olds: 1 adult to 12 children
- 5 year olds: 1 adult to 15 children

The licensing standards and procedures issued by the state are available at request of the parent at any time. According to state child care licensing and YMCA training all staff will be kept current on policies and licensing requirements.



## ACCESS POLICY

Any person in the center who is not a staff member or volunteer who has had a record check and approval to be involved with child care shall not have "unrestricted access\*" to the children for who that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

\*"Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care.

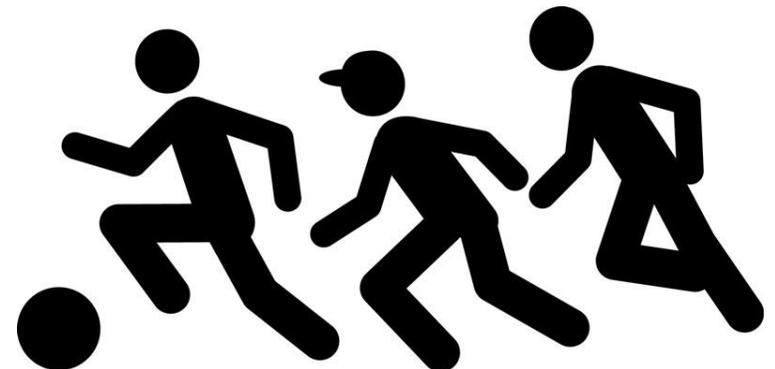
- Center staff will approach anyone who is in the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact the Executive Director or another management staff to get approval for the person to be in the center. If it becomes a dangerous situation staff will follow the "intruder in the center" procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
- A National Sex Offender Data-Base is used to screen all:
  - Visitors
  - Day Pass Customers
  - Guests
  - New Members

Those whose name appears on this list you will be denied entrance to the Burlington Area YMCA. A photo I.D. with first and last name and date of birth is required for all visitors, day pas customers and guests with each visit.

## RATES

Member	Non-Member
\$135/week	\$150/week

- Those children who are part of a Household, Single Parent Household, or who have a Youth I membership are considered members.
- There are no multiple child discounts.
- We do accept Child Care Assistance through the Department of Human Services.
- All child care fees must be paid in full by the end of each week to avoid a \$10 per week late fee.
- If a diaper is needed, a charge of \$.50 per diaper will be added to your account.
- In the event that you are late picking up your child, you will be charged an extra \$2 per five minutes after closing.



## ARRIVING LATE

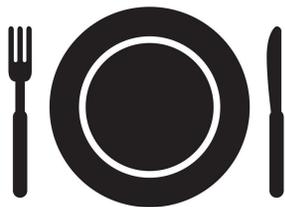
You are given a half hour leeway to be late for your reservation. If you know you will be later than half an hour from your original reservation, you must call the Y Child Care Center by 8 am to let child care staff know. If you fail to notify us, you will be charged from the beginning of your reservation time, not your actual time of arrival.

## MEDICINE AND ILLNESS

For the protection of all children, we cannot allow a sick child in the Center. Please make other arrangements if your child has a fever, diarrhea, vomiting, communicable disease, questionable rash, runny nose or eyes related to a cold, sore throat or other symptoms indicating illness. If your child becomes sick at the Center, you will be notified and asked to take your child home. We do not dispense medication.

## MEALS AND SNACKS

A mid-morning snack will be given to the children. If you would like to provide snacks for a special occasion (birthday, holiday, etc.), please inform the supervisor one day in advance. Non-homemade treats may be shared. A well balanced lunch on Tuesday and Thursday must be sent if your child will be in the Center over the noon hour. It is important that each food group (bread/cereal, fruit/vegetable, meat/protein and dairy) be represented for your child's health and our licensing requirements.



## (BITING CONT'D)

When biting occurs, here's what you can expect from us:

- We will put the child's safety first and provide first aid as well as comfort, support and advise any child who is bitten.
- We will provide appropriate programming for children to help prevent biting.
- We will make current information and resources on biting available to you. We will provide staff with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns and suggestions—even when our response to some suggestions is no.
- We will work to schedule conferences about biting with you, at a time you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

We wish we could guarantee that biting will never happen in our center, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you want more information on biting or have questions or concerns, please let us know—we are here to help you and your child on their journey to independence!

## (BITING CONT'D)

First aid in response to biting (both child and adult):

1. Wear gloves, clean wound with soap and water. Run water over wound for 5 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if bite breaks the skin (both child and adult):

1. Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parent of both children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by staff, parents and an administrator is notified. Once copy is given to the parent and one copy is kept in a locked file cabinet in the office.

## FIELD TRIPS

At this time no field trips are taken by the Child Care Center.



## VOLUNTEERS

Volunteers are appreciated, as well as needed in the Child Care Center. For more information on volunteering please see the Child Care Supervisor.

## DISCIPLINE

No physical punishment will be used at the Center. We hope our Center will be able to provide everything your child needs. It is important to treat each child as an individual and in a manner which is appropriate to the child's development and well being. The following methods have been found to be most effective:

- 1.Redirection
- 2.Loss of privileges
- 3.Removal from the situation
- 4.Time out (one minute per year of age.)

Staff are expected to discuss with parents any changes or concerns with a child's behavior.

## DISCHARGE STATEMENT

We hope that our Center will be able to provide for the needs of your child. However, if difficulties arise that cannot be resolved, we reserve the right to ask that a child not continue in our program. This may be necessary to ensure the safety of all children, and our ability to provide a balanced environment with personal attention for each child.



## BITING POLICY

Even in the best child care center, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children. This is an unavoidable consequence of grouping younger children together. When it happens, it can be scary and very frustrating for children, parents and staff. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Childcare group situations are difficult; dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents or staff. When biting breaks out, we immediately take action, not to blame the biters but to change the environment and help children change their behavior.

## (BITING CONT'D)

We will calmly respond to the child, letting them know that biting is not ok. In addition the following steps will be taken:

1. Remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. Staff will talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time instead of biting.

It is important to explore the reasons for biting when it occurs. Staff will work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how staff will begin this assessment.

Staff will examine the context in which the biting is occurring and look for patterns. Staff will use the Center Action Plan for documentation and ask the following questions:

- Was the space too crowded?
- Were there too few toys?
- Was there too little to do or too much waiting?